



**STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET**

November 9, 2020

Michael Petka  
Bancroft Construction Company  
1300 Grant Ave, Suite 101  
Wilmington, DE 19806

RE: OMB/DFM CONTRACT NO. MJ1002000041R  
Office of Management and Budget  
Carvel State Office Building- Cooling Tower & Boiler Replacement  
Contract Award; Amount \$2,385,000.00

Dear Mr. Petka:

On behalf of the Office of Management and Budget of the State of Delaware, we are pleased to inform you that Bancroft Construction Company has been awarded the Contract Base Bid for the above-captioned project in the amount of Two Million Three Hundred Eighty Five Thousand Dollars and no cents (\$2,385,000.00).

Please provide to our office copies of the Employee Drug Testing Program for the Contractor and for all listed Subcontractors and the Affidavit of Craft Training Compliance.

Once these items are received and reviewed, we will request the Architect prepare two (2) copies of the Standard Form of Agreement between Owner and Contractor, accordingly. Please sign and submit them along with a Performance Bond for the sum equal to 100% of the contract price. You are reminded that Delaware Code, Title 29, Chapter 6962(d)(8)c and (13)c, requires these items be executed within 20 days of notification of the contract award. The contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Division of Facilities Management

The following are required to be submitted along with the executed contract forms:

- Performance Bond
- Payment Bond
- Certificate of Insurance
- Contractor and Subcontractor(s) Delaware Business License

One copy of the fully executed contract will be returned for your records. Our office will execute the Agreement, issue the Contract Award Letter and initiate a State of Delaware Purchase Order upon receipt of the above documents. Should you have any questions or require additional information, please contact Chip Lieber, Construction Project Manager, at (302) 739-5644.

Sincerely,

Alisha McCullough  
Capital Program Administrator  
Division of Facilities Management

AMM/ab

cc: Chip Lieber, Construction Project Manager  
Matthew Lano, DEDC, LLC

**FACILITIES MANAGEMENT  
540 S. DUPONT HIGHWAY, SUITE 1 . THIRD FLOOR . DOVER, DE 19901  
PHONE: (302) 739-5644 . FAX: (302) 739-6148 . WWW.OMB.DELAWARE.GOV**